

## **Task Code 001 - PROCEDURES FOR PRE-APPLICATION CONFERENCES – INITIAL CONSULTATIONS**

### **PURPOSE**

Initial Consultations occur prior to submittal of an official application. The purpose is to identify major issues of a potential project, describe the implications of the issues to the applicant, and provide possible solutions, i.e. project redesign/impact avoidance (focus on the 'endgame'). Such a conference can potentially result in savings of time and resources for the applicant. Not every project will require an Initial Consultation meeting.

### **OUTLINE OF PRIMARY STEPS**

#### **Completed by Project Manager**

- Complete the Determine Appropriate Review Assignment. Ensure that specialist assignments were made & identify required attendees for the Initial Consultation meeting.
- Contact Applicant to set up meeting.  
Develop the project description and identify major issues. Check for moratoriums; review for permit applicability, and check KIVA for holds, violations or any other vital information
- Determine if any extended initial studies (technical studies) are required
- Complete the Project Planning Analysis – Evaluate the project for conformance with the General Plan, Specific Plan, Zoning Ordinance, County objectives and other applicable laws and regulations. Review previous related permits or maps. Review for special permit requirements. Check applicable design review guidelines. Check if the site is a County Island – determine whether the project is adjacent to a City boundary and is surrounded substantially by incorporated City land.
- Review the project against any applicable Findings to determine whether the Findings can be made.
- Review project for any required or potential conflicts with on-site or off-site easements.
- Complete the Plot Plan Analysis.
- Evaluate responses from all reviewing departments, including DPW, DEH and DPR
- Prepare Pre-Application Conference Checklist and have it reviewed by the appropriate level of management.
- Conduct the Initial Consultation Meeting with the Applicant to review potential project issues
- Complete Meeting Follow-Up

#### **Completed by DPW**

- If requested by an applicant, a DPW staff member or members will prepare for and attend the Initial Consultation.
- Get a copy of APN sheet(s) from Survey Records.
- Make copies of any recent project(s) on the subject property or in the vicinity.
- Search for any nearby projects in GIS.
- Check for Circulation Element Roads/ CALTRANS facilities.
- Check for flooding/drainage improvements/drainage fees/RPO requirements.
- Check for need to comply with stormwater ordinance.
- Check with Sanitation for info on septic use or sewer connections.
- Check to see if project is located in a CSA/PRD. Contact Special Districts for information as necessary.
- Check for street lighting concerns. Contact Special Districts for information as necessary.
- Check for equestrian trails/ public pathways.
- Check for possible traffic fees/ traffic signal fees.
- Review applicable Community Right-of-way Development Standards (Fallbrook, San Dieguito, Borrego Springs, Julian) and the Ramona Road Master Plan.
- Review Public Road Standards, Private Road Standards, Subdivision Ordinance, Zoning Ordinances as necessary.

- Provide your comments to the Project Manager prior to the Initial Consultation meeting.

**Completed by Parks and/or DEH**

- If applicable, Parks and/or DEH will attend the Initial Consultations
- Preparation, attendance and meeting follow up to be completed as needed